

# Memorandum

TO : Chief/Intelligence School

DATE: 4 January 1965

FROM : Chief/Management Training Faculty

SUBJECT: Biweekly Activities Report No. 39  
21 December 1964 - 1 January 1965

## EXECUTIVE SEMINAR

Invitations have been extended to thirty-two officials, and we expect momentarily to have a firm roster.

## MANAGEMENT #87

W For the Management Course <sup>beginning</sup> 10 January we have accepted thirty-five enrollments, and there are five people in addition on a waiting list. We have seized the opportunity during the last several weeks to revise the in-basket exercise and some of our other material.

## PILOT PROJECT

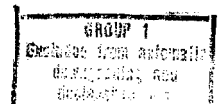
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[REDACTED] will be in Washington on 7 January for the specific purpose of discussing the Pilot Project with Bob Fuchs and any others who are concerned. We were not able during the holidays to set up a firm meeting plan. Colonel White has been invited to attend.

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OPTIONAL FORM NO. 10  
5010-107  
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UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Intelligence School

DATE: 31 December 1964

FROM : Chief, Clerical Training

SUBJECT: Weekly Activities Report, No. 39  
21 - 31 December 1964

## 1. Number in Clerical Induction Training:

Week of 14 - 18 December 1964

Week of 21 - 24 December 1964

11 trainees in classes

9 trainees in classes

3 of these entered classes  
for the first time

1 of these entered classes  
for the first time

## 2. Number in Clerical Orientation Training:

Week of 14 - 18 December 1964

Week of 21 - 24 December 1964

8 trainees

no trainees

## 3. Results of Official Agency Testing Administered in Clerical Induction to Entrance-On-Duty Employees:

14 - 18 December 1964

	<u>Tested</u>	<u>Passed</u>
Typewriting	1	0
Shorthand	0	0

21 - 24 December 1964

	<u>Tested</u>	<u>Passed</u>
Typewriting	0	0
Shorthand	0	0

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Bi-Weekly Activities Report, No. 39  
21 - 31 December 1964

## 4. Results of Official Agency Testing Administered to Applicants:

14 - 18 December 1964

	<u>Tested</u>	<u>Passed</u>
SET	17	
Typewriting	7	1
Shorthand	2	0
Card Punch Operator		
Aptitude Test	0	

21 - 24 December 1964

	<u>Tested</u>	<u>Passed</u>
SET	6	
Typewriting	5	2
Shorthand	0	0
Card Punch Operator		
Aptitude Test	1	

## 5. Results of Official Agency Testing Administered by Clerical Refresher:

21 - 22 December 1964

	<u>Tested</u>	<u>Passed</u>
Typewriting	5	0
Shorthand	15	6

6. Clerical Refresher Program 143 Completed on 18 December 1964: In this Refresher Training Program, students were enrolled from the following components: DDP, 5; DDS, 4; the total number of students was 9. No member of the Advanced Shorthand Dictation class met Agency qualifications in class.

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Bi-Weekly Activities Report, No. 39  
21 - 31 December 1964

7. Special Training Requests: The Clerical Training Faculty has been asked to conduct the following special training programs *for office of Computer Services;*

a. Card punch training (The machines are being installed at 1016-16th Street.)

b. An Agency-wide Filing Workshop of the kind conducted by this Faculty and the Records Administration Staff in 1960

c. Refresher shorthand and typewriting instruction for NPIC clerical personnel. (This training would be conducted at Build-  
[REDACTED])

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Unfortunately a replacement for [REDACTED] who resigned on 18 September 1964, has not been found and it is impossible for this staff to [REDACTED] any additional training projects at this time. [REDACTED] had to explain to each requesting Office the reason for having to postpone the requests. At best it will probably be April before we can begin even the first program listed above.

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8. Request for Saturday Testing Program: During 1964 the Clerical Training Faculty conducted a series of Agency shorthand, typewriting, and Short Employment tests for applicants on six successive Saturdays. This special program was arranged in response to a request from the Personnel Recruitment Division of the Office of Personnel, and the recruiters described the results as extremely gratifying.

This week Mr. [REDACTED] from that office asked if this Faculty would again conduct these three tests for local high school graduates; the tentative dates given for the program were 27 February through 10 April 1965, a series of seven successive Saturdays. We would like to be able to honor this request, but as mentioned in the preceding paragraph, no definite commitment can yet be made concerning the handling of this project.

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